



REQUEST FOR PROPOSAL (RFP)

The implementation of Capacity Building Programme for the private sector involved in producing solid biofuels through non-cash support mechanism

RFP Reference No.: RfP24/02833

Project: Multidimensional response to emerging human security challenges

Country: Republic of Moldova

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through **Multidimensional response to emerging human security challenges Project**, hereby invites prospective proposers to submit a proposal for **the implementation of Capacity Building Programme for the private sector involved in producing solid biofuels through non-cash support mechanism** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP) no. RfP24/02833.

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms

- Form A: Proposal confirmation
- Form B: Checklist
- Form C: Technical Proposal Submission
- Form D: Proposer Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Format for Technical Proposal
- Form H: Format for CV of Proposed Key Personnel
- Form I: Statement of Exclusivity and Availability
- Form J: Financial Proposal Submission
- Form K: Format for Financial Proposal
- Form L: Proposal Security

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

A Pre-bidding conference will take place, as follows:

Time and time zone: 11.00, GMT+2

Date: 28.03.2024

Venue: On-line/Zoom

Meeting URL: <https://undp.zoom.us/j/81464605899?pwd=UzA3V2QrZUpTeXZsZGJmcjdDRzh1dz09>

Before joining the meeting kindly leave your name and contact details, after which you will be allowed to join the meeting.

The **focal point** for the arrangement is: Serghei Dulghieri, Human Security Project Procurement Associate

e-mail address: serghei.dulghieri@undp.org

Please, confirm your participation by COB one day before the pre-bid meeting to the following email: serghei.dulghieri@undp.org

-Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00434**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the [Supplier Portal Registration Link](#).

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Proposal, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

Bidders are advised to upload proposal documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

We look forward to receiving your proposal.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
1. Scope	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Interpretation of the RFP	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at:</p> <p>http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>In pursuance of this policy, UNDP:</p> <ol style="list-style-type: none"> Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
4. Eligible proposers	<p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past,</p>

	<p>with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission</p> <ul style="list-style-type: none"> ❑ is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; ❑ is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; ❑ is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
5. Proprietary information	<p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>
6. Publicity	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
SOLICITATION DOCUMENTS	
7. Clarification of solicitation documents	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in</p>

	<p>Section 3: Data Sheet.</p> <p>UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.</p>
8. Amendment of solicitation documents	<p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
10. Language	The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.
11. Documents establishing eligibility and qualifications of the proposer	The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.
11.a Documents comprising the proposal	<p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> ▪ Documents Establishing the Eligibility and Qualifications of the Bidder; ▪ Technical Proposal; ▪ Financial Proposal; ▪ Proposal Security, if required by DS; ▪ Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
13. Financial proposal	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p> <p>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
14. Currencies	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <ul style="list-style-type: none"> • UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.

	<ul style="list-style-type: none"> In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
15. Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet.
16. Proposal validity period	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
17. Proposal security	<p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal.</p> <p>The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or; In the event the successful Proposer fails: <ul style="list-style-type: none"> to sign the contract after UNDP has issued an award; or to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.

18. Joint Venture, Consortium or Association	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarized agreement among the legal entities, which will be submitted along with the proposal; and • if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>If a JV, Consortium or Association's proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <ul style="list-style-type: none"> • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
19. Only one proposal	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this RFP; or • they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the proposal of another proposer regarding this RFP process;

	<ul style="list-style-type: none"> • they are subcontractors to each other's proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to • the personnel, does not apply to subcontractors being included in more than one proposal.
20. Alternative proposals	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response.</p>
21. Pre-proposal conference	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers' responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer's conference or issued/posted as an amendment to RFP.</p>
22. Site inspection	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer who does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person;

	<p>(iii) financial loss or expense, arising out of the carrying out of that site inspection; and</p> <p>(iv) transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
23. Errors or omissions	<p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies, or other faults.</p>
24. Proposers' responsibility to inform themselves	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> • examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; • review the RFP to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents; • attend any pre-proposal conference if it is mandatory under this RFP; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and • form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal. <p>Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
25. No material change(s) in circumstances	<p>The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to:</p> <ul style="list-style-type: none"> • a change affecting any declaration, accreditation, license or approval; • major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; • a change to any information on which UNDP may rely in assessing proposals.
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet.</p> <p>The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p>

	Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.
26a. Online submission	<p>Electronic submission through online portal shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. • The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. • Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in DS. <p>Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
27. Deadline for Submission of Proposals	<p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognize the actual date and time that the proposal was received by UNDP.</p> <p>UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.</p>
28. Withdrawal, substitution and modification of proposals	<p>A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide.</p> <p>However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.</p>
29. Storage of proposals	Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.
30. Proposal opening	There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.
31. Late proposals	<p>Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents.</p> <p>In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.</p>

EVALUATION OF PROPOSALS	
32. Confidentiality	<p>Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
33. Evaluation of proposals	<p>UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted.</p> <p>UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals.</p> <p>Evaluation of proposals shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary examination; Evaluation of minimum eligibility and qualification (if pre-qualification is not done); Evaluation of technical proposals; Evaluation of financial proposals.
34. Preliminary examination	<p>UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage.</p>
35. Evaluation of eligibility and qualification	<p>Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers).</p> <p>In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; They are able to comply fully with the UNDP General Terms and Conditions of Contract; They do not have a consistent history of court/arbitral award decisions against the Bidder; and They have a record of timely and satisfactory performance with their clients.
36. Evaluation of technical and	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation</p>

financial proposals	<p>Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a combined scoring method, the formula for the rating of the proposals will be as follows:</p> <p><u>Rating the Technical Proposal (TP):</u></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g., 60% or 70%) + (FP Rating) x (Weight of FP, e.g., 40% or 30%)</p> </div>
37. Post-qualification/ Due Diligence	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the proposer; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the proposer's offices, branches or other places where business transpires, with or without notice to the proposer; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
38. Clarification of proposals	<p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers' responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p>

	<p>UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the proposals.</p>
39. Responsiveness of proposal	<p>UNDP's determination of a proposal's responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the services specified in the contract; or b) limits in any substantial way, inconsistent with the solicitation documents, UNDP's rights or the proposer's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
40. Nonconformities, reparable errors and omission	<p>Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
41. Right to accept any proposal and to reject any or all proposals	<p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>

AWARD OF CONTRACT	
42. Award criteria	Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.
43. Right to vary requirement at time of award	At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions and the solicitation document.
44. Notification of award	Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
45. Debriefing	In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
46. Publication of contract award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notice.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
47. Contract Signature	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
48. Contract Type and General Terms and Conditions	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
49. Performance security	<p>The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default, within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available here. UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security).</p> <p>Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.</p>
50. Bank guarantee for advance payment	<p>Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form available at: https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default.</p> <p>Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>

51. Liquidated Damages	<p>If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.</p>
52. Proposal protest	<p>Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP.</p> <p>The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
53. Other Provisions	<p>In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3: DATA SHEET (DS)

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP24/02833 The services include the implementation of Capacity Building Programme for the private sector involved in producing solid biofuels through non-cash support mechanism as further described in Section 5 of this RFP.
2.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
3.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality . Deadline for submitting requests for clarifications / questions: 5 (five) working days before the submission deadline Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
4.	Language	All proposals, information, documents, and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English
5.	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: Not allowed
6.	Currencies	Prices shall be quoted in USD Dollars . In case of contract award to a local company, payments will be made in Moldovan Leu based on UN Operational Rate of Exchange on the day of payment: https://treasury.un.org/operationalrates/OperationalRates.php UNDP shall not be kept liable for any fluctuations of the exchange market during contract implementation, the Contractor being legally responsible to register any loss/gain of currency exchange resulting from payments against the Contract in accordance with the national legislation.
7.	Duties and taxes	All prices shall: Be exclusive of VAT and other applicable indirect taxes.
8.	Proposal validity period	120 days
9.	Proposal security	Required in the amount of USD 11,000 The Proposal security will be in the same currency as stipulated in Article 6: Currencies. Acceptable forms of Proposal security: <input checked="" type="checkbox"/> Proposal security form template (bank guarantee) set out in Section 7: Proposal Forms Important Remarks: The Proposal Security shall be valid up to 30 days after the final date of validity of bids . The Original of Proposal Security documentation must be physically received by

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>UNDP (10) ten calendar days after the deadline for submission of offers indicated in the Quantum system the latest, and a copy of full Proposal Security documentation must be submitted through Quantum system as part of the online bid. If Proposal security is not submitted as stipulated above, bid shall be disqualified.</p> <p>The address for submitting the original Proposal Security documentation is as follows:</p> <p>UNDP Moldova, #131, 31 August 1989 Street, MD-2012, Chisinau, Republic of Moldova to the attention of Procurement Unit</p>
10.	Alternative proposals	Shall not be considered
11.	Pre-proposal conference	<p>Will be conducted</p> <p>Time and time zone: 11.00 AM, Moldova time, GMT+2</p> <p>Date : 28 March 2024</p> <p>Zoom meeting URL: https://undp.zoom.us/j/81464605899?pwd=UzA3V2QrZUpTeXZsZGJmcjdDRzh1dz09</p> <p>Meeting ID: 814 6460 5899</p> <p>Passcode: 082062</p> <p>Before joining the meeting kindly leave your name and contact details, after which you will be allowed to join the meeting.</p> <p>The focal point for the arrangement is: Serghei Dulghieri, Human Security Project Procurement Associate</p> <p>E-mail: serghei.dulghieri@undp.org</p> <p>The Pre-proposal conference is:</p> <p><input checked="" type="checkbox"/> not mandatory, but highly recommended.</p> <p>Minutes of the Pre-proposal conference will be disseminated by direct communication to prospective Bidders by email and posting on the website UNDP Moldova tenders, UNDP Procurement Notices and UNGM websites.</p>
12.	Site inspection	A site inspection will not be held.
13.	Instructions for proposal submission	<p>Proposals must be submitted directly in Quantum.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. ▪ All files must be free of viruses and not corrupted. ▪ It is recommended that the entire Proposal be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging receipt of the proposal by the system.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the “Commercial section” of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.
14.	Deadline for proposal submission	Deadline for proposal submission is indicated in the portal . In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails. It is the responsibility of the bidder to be informed on the tender deadline.
15.	Proposal Opening	Public proposal opening will NOT be held
16.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>
17.	Right to vary requirement at time of award	<p>The maximum percentage by which quantities may be increased is 25%</p> <p>The maximum percentage by which quantities may be decreased is 25%</p>
18.	Contract award to one or more proposer	<p>UNDP will award a contract to:</p> <p>One Bidder Only</p>
19.	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6 for link to sample contract.</p>
20.	Expected date for commencement of contract	01 May 2024
21.	Conditions of contract to apply	<p>UNDP General Terms and Conditions for contracts (goods and/or services)</p> <p>See Section 6 for link to the contract terms.</p>
22.	Performance Security	Not Required
23.	Advance payment	Not Allowed
24.	Liquidated damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2.5 % up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.</p>
25.	Documents to be submitted with your Proposal	<p>Please attach the following documents with your Bid:</p> <ul style="list-style-type: none"> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, including

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>the topic and year must be presented together with the application package</p> <ul style="list-style-type: none"> ▪ Certificate of Business Registration ▪ List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any ▪ Latest Financial Statements (Income Statements and Balance Sheets) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 2 (two) years for the Bidder (2021-2022) ▪ Statement of Satisfactory Performance from the Top two (2) Clients in terms of Contract Value ▪ A copy of preliminary Agreement in case of Consortium ▪ Detailed description of the Methodology approach, and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel ▪ Copies of contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria) ▪ CVs and Statements of Exclusivity and Availability (signed by the envisaged person) of the Key personnel (mentioned under Section 4: Evaluation Criteria and Section 5: Terms of Reference), clearly stipulating the relevant experience which meets the listed requirements ▪ Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the "Technical section" of the requirements ▪ Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the "Commercial section" of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received ▪ Form L, representing the Proposal Security submitted in original not later than ten (10) days after the submission deadline from tender deadline at the address indicated in Article 9

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a **Pass/Fail basis**.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Legal Status: Proposer is a legally registered entity	Form D: Proposer Information
Diversity, Inclusion and Belonging: Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
History of non-performing contracts¹: Non-performance of a contract did not occur as a result of contractor's default within the last 3 years ¹ .	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 5 years.	Form F: Eligibility and Qualification
Previous Experience	
Minimum five (5) years of experience in providing consultative and business support services to businesses from Moldova. <i>(For JV/Consortium/Association, all parties cumulatively should meet requirement).</i>	Form F: Eligibility and Qualification
At least 2 (two) contracts, with a minimum value each of 350,000 US\$, in local development/business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, MSMEs, social entrepreneurship, other relevant areas) during the last 10 years. List of contracts managed, and their value shall be included in the Proposal. <i>(For JV/Consortium/Association, all parties cumulatively should meet all requirements).</i>	Form F: Eligibility and Qualification
Minimum Key Personnel	
The minimum personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • 1 (one) Team Leader (from leading organization) • 1 (one) Project Officer • 1 (one) Trainer • 1 (one) Financial Officer/Accountant • 1 (one) Procurement Officer • 1 (one) Engineer <i>Team Leader should be employed by the Lead Partner.</i>	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

<i>(For JV/Consortium/Association, all Parties cumulatively should meet all requirements).</i>	
Financial Standing	
<p>Liquidity: The Ratio Average current assets / Current liabilities over the last 2 (two) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 2 (two) years 2021-2022.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 2 (two) years.</p> <p>Form F: Eligibility and Qualification</p>
<p>Turnover: Proposers should have annual sales turnover of minimum 400,000 USD for the last 2 (two) years (2021 - 2022).</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<p>Copy of audited financial statements for the last 2 (two) years.</p> <p>Form F: Eligibility and Qualification</p>

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Proposer's Qualification, Capacity, and Experience	250
2.	Proposed Concept, Methodology, and Implementation Plan	390
3.	Management Structure and Key Personnel	360
Total		1000

Section 1. Proposer's Qualification, Capacity and Experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability	20
1.2	General Organizational Capability which is likely to affect implementation: <ul style="list-style-type: none"> - Age of the lead legal entity (business association, business support organization, NGO with economic/start-up/local development profile, trade chambers, employers' association.) (<5 years – 0 points, 5 years – 10 pts, >5 years – 5 pts for each additional year). <i>Up to maximum 35 pts.</i> - Project management controls (organigram) and approved internal HR procedures (5 pts) 	40
1.3	Relevance of: <ul style="list-style-type: none"> - Minimum five (5) years of experience in providing consultative and business support services to businesses from Moldova (5 years – 15 points, 5 pts for each additional year). <i>Up to maximum 50 pts;</i> - Experience in the promotion of business-related education for MSMEs, contributing to the development of the entrepreneurial ecosystem (i.e. hackathons, incubation or acceleration programmes in entrepreneurship or provide financial and expert support to beneficiaries, to assist entrepreneurs into reaching a new growth level of their products/companies) (if no experience – 0 points, 1 project – 20 points, 10 pts for each additional project). <i>Up to maximum 50 pts;</i> - At least three (3) years of experience in funds administration, trainings, providing business support and coaching (3 years – 20 points, 10 pts for each additional year). <i>Up to maximum 70 pts;</i> - Work for UNDP/UN Agencies/projects/EU funded projects (if yes – 20 pts, if no- 0 pts). 	190
Total Section 1		250

Section 2. Proposed Methodology Approach, and Implementation plan		Points obtainable
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2.1	<p>Does the Methodological approach meet the ToR requirements? Does the Methodological approach include a communication strategy to ensure the visibility of activities?</p> <ul style="list-style-type: none"> - Full understanding of the assignment. The proposed approach and methodology fully demonstrate responsiveness to the ToR – 71 to 90 pts - Satisfactory understanding of the assignment. The proposed approach and methodology correspond to the TOR but require some adjustments to properly address all the tasks – 36 to 70 pts - Limited understanding of the assignment. The proposed approach and methodology don't correspond to the TOR and require major adjustments to properly address the tasks – 0 to 35 pts 	90
2.2	<p>Does the Methodological approach demonstrate knowledge and understanding of local business environment and its challenges in, entrepreneurial community development?</p> <ul style="list-style-type: none"> - Full understanding and deep knowledge of the region and challenges in the area of biomass production are well described and addressed into sufficient details – 71 to 80 pts - The understanding and knowledge of the region and challenges in the area of biomass production are somehow addressed without providing many details – 36 to 70 pts - The understanding and knowledge of the region and challenges in the area of biomass production is not addressed at all or only touched upon – 0 pts to 35 pts 	80
2.3	<p>Does the Implementation Plan meet the ToR requirements, is it logical and in line with the expectations or even improved TOR requirements with updated private sector engagement tools/activities?</p> <ul style="list-style-type: none"> - Contains innovative tools/activities for entrepreneurship skills development – 71-100 pts - Detailed and logical description – 36 to 70 pts - Limited description which requires improvements – 11 to 35 pts - No description or somehow touched upon – 0 to 10 pts 	100
2.4	<p>Does the Methodology and Implementation Plan include a monitoring and evaluation methodology? Is the proposed monitoring and evaluation methodology appropriate to the tasks?</p> <ul style="list-style-type: none"> - The monitoring and evaluation mechanisms are appropriate to the task, logical and correspond with the proposed methodology – 51 to 80 pts - The performance monitoring and evaluation mechanisms are inconsistent and require some adjustments to properly address all the tasks – 21 to 50 pts - The performance monitoring and evaluation mechanisms are weak – 0 to 20 pts 	80
2.5	<p>Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?</p> <ul style="list-style-type: none"> - The risk assessment and proposed mitigation measures are appropriate to the task, logical and correspond with the proposed methodology – 26 to 40 pts - The risk assessment and proposed mitigation measures is inconsistent and require some adjustments to properly address all the tasks – 16 to 25 pts - The risk assessment and proposed mitigation measures is weak – 0 to 15 pts 	40

Total Section 2	390
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Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Team Leader (from lead organization) <i>Responsibilities: Planning of project activities, Implementation of project activities, Drafting, Endorsing of Reports and their submission to UNDP; endorsing of procurements for beneficiaries</i>		
	University degree in Business Administration or other related fields of study (bachelor's degree – 10 pts, MS degree – 15)	15	75
	At least 5 years of professional experience in managing and implementing business development projects/ private sector development/consultancy (5 years – 25 pts, each additional year – 5 pts, up to 35 pts)	35	
	Experience of working with UNDP/UN Agencies/donor's funded projects (yes – 10 pts, no – 0 pts.)	10	
	Proficiency in Romanian and English (Romanian language – 10 pts, English language – 5 pts)	15	
3.2	Project Officer <i>Responsibilities: Implementation of project activities, data collection, event management, monitoring of beneficiaries' business plans implementation</i>		
	University degree in Business Administration, Economy or other related fields of study (bachelor's degree – 10 pts, MS degree – 15)	15	55
	At least 3 years of professional experience in managing and implementing of project activities in energy, business development, or other related fields (3 years – 20 pts, each additional year – 5 pts, up to 30 pts)	30	
	Proficiency in Romanian language – 10 pts	10	
3.3	Trainer <i>Responsibilities: Capacity building related activities implementation</i>		
	University degree in energy, energy efficiency, renewable energy sources or other related areas (bachelor's degree – 10 pts, MS degree – 15)	15	60
	Minimum 5 years of relevant professional experience in organizing and leading trainings / workshops in energy efficiency measures and RES and/or business development with a broad range of stakeholders, including representatives of the private sector (5 years –25 pts, each additional year – 5 pts, up to 35 pt)	35	
	Proficiency in Romanian language – 10 pts.	10	
3.4	Financial Officer/Accountant <i>Responsibilities: Reception and bookkeeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries</i>		
	University degree in finance, economical or a related field of study (bachelor's degree – 10 pts, MS degree – 15)	15	55

	Experience in managing and implementing financial tasks (payments to subcontractors and vendors) in at least 2 donor funded projects (2 projects – 20 pts, each additional project – 5 pts, up to 30 pts)	30	
	Proficiency in Romanian language – 10 pts	10	
3.5	Procurement Officer Responsibilities: Analyze the market, collect commercial offers for goods/services, select the best option based on value-for-money principle and oversee the execution of procurements for the non-cash support scheme as per Procurement Plan		
	University degree in Business Administration, in law, economy or other related fields of study (bachelor’s degree – 10 pts, MS degree – 15)	15	55
	At least 3 years of practical experience in purchase/acquisitions of goods and services (3 years –20 pts, each additional year – 5 pts, up to 30 pts)	30	
	Proficiency in Romanian language – 10 pts	10	
3.6.	Engineer Responsibilities: Development of technical specifications for equipment, technical evaluation of submitted offers		
	University degree in energy, electronic, construction engineering field or other related areas (bachelor’s degree – 10 pts, MS degree – 15)	15	60
	Minimum 5 years of relevant professional experience in implementation of energy efficiency measures and/or promotion of renewable energy sources projects (5 years – 25 pts, each additional year – 5 pts, up to 35 pts)	35	
	Proficiency in Romanian language – 10 pts	10	
Total Section 3			360

Section 5. Terms of Reference

I. BACKGROUND

Moldova is facing a compound crisis of energy and food security, curtailed economic growth, growing inflation, limited institutional capacities and divisions in society, aggravated by the continuing socio-economic impact of the COVID-19 pandemic and the war in Ukraine. The refugee crisis presents an additional challenge that requires sustained attention and support from the international community.

Without urgent intervention, the deepening socio-economic, energy, food and human security crisis had the potential to derail the trajectory of development, and drastically increase human suffering of people in Moldova.

To cope with this, UNDP Moldova is implementing the “Multidimensional response to emerging human security challenges” (Human Security) Project, that is financed through the Japan Supplementary Budget and has the overall objective to protect human security and enhance the resilience of the Republic of Moldova, in order to address the multifaceted and interconnected challenges of the current socio-economic, food and energy shocks. With this project, UNDP ensures that immediate humanitarian assistance is complemented by development efforts across three core insecurities (Energy, Food, Community) to protect and maintain vital systems, structures and a capacity to support Moldova’s resilience. Ultimately, the advancement of human security in Moldova will give rise to more tangible and sustainable results that comprehensively address root causes and drivers behind current and emerging challenges, identify priorities based on the actual needs, vulnerabilities and capacities of the governments, institutions and the target group of people, and advance solutions that strengthen the protection and empowerment of all peoples and communities.

The project has three specific objectives:

1. To enhance people’s energy security through access to affordable energy that supports livelihoods and energy-efficient production.
2. To enhance food security by supporting the government to implement its Food Security Strategy, thereby strengthening the capacities of agricultural producers affected by the compound crisis.
3. To enhance community security by capacitating the police service and community actors to deliver on the principles of social cohesion and peaceful coexistence.

The project is implemented by the United Nations Development Programme (UNDP) during March 2023 – September 2024 with the financial support of the Japan Supplementary Budget (JSB). For a complete description of the project scope and planned interventions, please consult the project document available here <https://www.undp.org/moldova/projects/multidimensional-response-emerging-human-security-challenges-moldova>.

Republic of Moldova does not have its own energy resources and is practically entirely dependent on imports of fossil fuels and electricity. Since October 2021, gas prices have significantly increased in the Republic of Moldova, both due to the recent developments in regional energy markets caused by the post-pandemic economic recovery and the war in Ukraine.

Secure and affordable energy supply improves people’s living conditions as well as production processes, both of which are vital to sustainable development, poverty reduction and climate resilience. To facilitate the access to the uninterrupted availability of energy sources at an affordable price, it is crucial for the Republic of Moldova to encourage individuals and businesses, including in the agriculture sector, to implement energy efficiency and renewable energy sources technologies because they face many problems in using the existing local resources.

In response to that, support to existing solid biofuel producers would be provided, along with the promotion of solid biofuels to reduce the energy costs and increase the heating comfort in the public sector and households. Further on, energy efficient technologies coupled with capacity building activities would be implemented both in the agricultural and non-agricultural sectors via private sector engagement, through provision of energy-efficiency technologies and capacity building in the area of clean, affordable and sustainable energy.

One of the Project's focuses is the solid biofuel production sector and specific activities aiming at increasing energy efficiency within this sector are to be implemented. The non-cash support mechanism aims to support existing micro, small and medium-sized enterprises (MSMEs) producing solid biofuels (pellets and briquettes) to achieve resource-efficient production, including through the use of energy-efficient technologies.

Under this non-cash support mechanism, 10 MSMEs producing solid biofuels will be selected by UNDP and supported to mitigate the increase in production costs caused by rising energy prices, high equipment maintenance and logistics costs, as well as limited market competitiveness local. The implementation of the non-cash support mechanism will help reduce production costs and enable selected MSMEs to reinvest the savings in business expansion. The total amount for the non-cash support is up to **486,000.00 US\$**.

Funding provided by UNDP may be used for the procurement of works and/or goods/machinery/equipment, as well as for the procurement of specialized technical assistance services. Particularly, under the non-cash support mechanism the following positions are eligible:

- 1. Mobile shredders (with or without engine);**
- 2. Purchase and installation of photovoltaic stations;**
- 3. Modernization/repair of pellet/briquette production lines;**
- 4. The purchase and installation of a thermal power plant with solid biomass, with the subsequent sale of the thermal agent to a public institution.**

II. SCOPE OF WORK

The objective of the Human Security project is to support to protect human security and enhance the resilience of the Republic of Moldova, in order to address the multifaceted and interconnected challenges of the current socio-economic, food and energy shocks. To achieve this objective, the Human Security project aims, among others, to support existing MSMEs producing solid biofuels (pellets and briquettes) to implement energy efficiency and renewable energy sources technologies, that will lead to achieving a resource-efficient production.

In this respect, the Human Security project is looking to engage a company/organization, or consortium of companies/organizations to support **10 selected MSMEs producing solid biofuels, through a non-refundable non-cash support mechanism**, which includes procurement of works and/or goods/machinery/equipment, as well as of specialized technical assistance services, coupled with coaching, mentoring, consulting, awareness raising and promotion activities, to stimulate a resource-efficient solid biofuels (pellets and briquettes) production.

To note that this support will be provided based on clear methodology and selection criteria. The selection process is running by the UNDP Moldova and the list of 10 beneficiaries will be presented to the selected company/organization, or consortium of companies/organizations.

The **key objective of this initiative** is providing comprehensive support (non-cash assistance, capacity building, mentoring and coaching) to producers of solid biofuels to implement energy efficiency and renewable energy sources technologies, that will contribute to achieving a resource-efficient production.

The **main activities** to be covered under this assignment are:

Activity 1. Support producers of solid biofuels to implement energy efficiency and renewable energy sources technologies – to support the procurement of works and/or goods/machinery/equipment, as well as for the procurement of specialized technical assistance services at MSMEs producing solid biofuels (pellets and briquettes), to mitigate the increase of production costs due to the energy price increase, high equipment maintenance and logistics costs and limited competitiveness on the local market, by financing up to 90% of the costs of the energy efficiency and RES technologies, particularly mobile shredders (with or without engine), installation of photovoltaic stations, modernization/repair of pellet/briquette production lines, purchase and installation of a thermal power plant with solid biomass, with the subsequent sale of the thermal agent to a public institution. Beneficiary companies will co-finance the implementation of the project with a monetary or in-kind contribution of up to 10% from the project cost.

To note: Identification of 10 beneficiaries of the non-cash support will be conducted by the UNDP Moldova/Human Security project. The list of beneficiaries will be approved by the Project's Board and presented to the contracted company for further work.

To operationalize this activity, contracted company will be responsible to implement the following sub-activities:

1.1. To sign the agreements with 10 beneficiaries of the non-cash support. This activity involves the formalization of agreements with ten selected beneficiaries who will receive non-cash support as part of the project. The agreements will outline the terms and conditions of the support provided and establish the respective obligations of both parties involved. The text of the agreement will be coordinated with UNDP Moldova/Human Security's Project Team.

1.2. To organize the non-cash support mechanism implementation launching meeting with all 10 selected beneficiaries. This activity centers around orchestrating a comprehensive launch meeting to inaugurate the implementation phase of the non-cash support mechanism with all ten selected beneficiaries. The meeting is designed to establish a clear understanding of project objectives, foster collaboration among stakeholders, and outline the roadmap for successful non-cash support mechanism execution.

1.3. Implementation of 10 projects on Energy Efficiency and Renewable Energy Sources Technologies for Solid Biofuel Producers. The contracted entity will engage with ten (10) selected beneficiaries/solid biofuel producers to integrate energy efficiency and renewable energy technologies, tailored to the specific needs of each beneficiary. Specifically, the company/organization will provide non-cash support to the selected beneficiaries/solid biofuel producers covering up to 90% of incurred investment costs within a designated sub-project for eligible goods and works, with a maximum ceiling established at 42,000 USD per beneficiary for the eligible positions 1-3 and 75,000 USD per beneficiary for the eligible position 4. The eligible positions are: (1) Mobile shredders (with or without engine); (2) Purchase and installation of photovoltaic stations; (3) Modernization/repair of pellet/briquette production lines; (4) The purchase and installation of a thermal power plant with solid biomass, with the subsequent sale of the thermal agent to a public institution.

To note: All procurement procedures should respect public procurement standards and UNDP rules, including in terms of responsibility and reporting. The payments for the goods and services under the awarded support shall be carried out by the Contractor in conformity with the provisions of the Beneficiaries' Project Proposals/Budgets selected for funding by the Human Security Project Board, the Contractor's procurement procedures and international best practices, and in coordination with the Beneficiaries of non-cash support.

Activity 2. Delivering capacity building and training for non-cash support mechanism beneficiaries. This activity aims to enhance the capacity and technical skills of the beneficiaries of the non-cash support program, particularly MSMEs involved in solid biofuel production (pellets and briquettes). The objective is to empower beneficiaries with the knowledge and capabilities necessary to effectively utilize energy efficiency and renewable energy sources (RES) technologies, thereby optimizing production processes, reducing costs, and improving competitiveness in the local market. Additionally, this activity will incorporate mentoring and coaching components to provide personalized

support and guidance to non-cash support mechanism beneficiaries. Experienced mentors and coaches will be assigned to work closely with individual MSMEs involved in solid biofuel production, offering tailored assistance and advice to address specific challenges and opportunities related to the implementation of energy efficiency and renewable energy technologies.

For reaching this, the selected company will organize and implement the following sub-activities:

2.1. Conduct Training Sessions for non-cash support mechanism Beneficiaries. This activity entails organizing 4 (four) training sessions for all ten beneficiaries, taking into account the works and/or goods/machinery/equipment procured for them under the Activity 1. The primary focus of these sessions is to empower beneficiaries with the necessary knowledge and skills to effectively utilize energy efficiency and renewable energy sources (RES) technologies, as implemented in the preceding activity. By doing so, the aim is to optimize production processes, reduce costs, and enhance competitiveness in the local market.

2.2. Facilitate 10 Individual Meetings with Selected Beneficiaries to Determine Training, Mentoring, and Coaching Requirements. This activity involves organizing individual meetings or discussions with each of the ten selected beneficiaries to identify their unique training, mentoring, and coaching requirements. These sessions will be tailored to address the specific needs and challenges faced by each beneficiary, ensuring personalized support and guidance. By conducting these meetings, the goal is to gain insights into the individual needs of each beneficiary and develop customized training, mentoring, and coaching programs that effectively address their requirements and contribute to their overall success in implementing the non-cash support program.

2.3. Delivery of Tailored Training, Mentoring, and Coaching Support. This activity is dedicated to delivering 10 customized training, mentoring, and coaching supporting events to address the identified needs of each of the ten selected

2.4. beneficiaries. Building upon the insights gained from individual meetings and discussions conducted in the previous activity, tailored programs will be developed to provide targeted assistance and guidance to enhance the capacity and capabilities of beneficiaries.

III. MILESTONES AND TASKS

The Contractor(s) will take full responsibility for the provision of required services described in this ToRs in close consultation and cooperation with UNDP/Human Security Project team. The Scope of Work shall be met through the completion of a set of Milestones with relevant sub-tasks that include, but are not limited to the following:

Milestone 1: Development of the Implementation Plan and Methodology of the Assignment – preparation of methodological approach and detailed work plan for the implementation of the entire assignment, which would include:

1.1. Activity Plan that will outline the overall strategy, timeline, and key milestones for the implementation of Activities 1 and 2 outlined in the project scope. It will provide a detailed roadmap for executing each sub-activity within the designated timeframe, ensuring alignment with project objectives and deliverables. Key components of the activity plan tentatively will include:

- **Introduction:** Provide an overview of the project scope, objectives, and stakeholders involved.
- **Activity Breakdown:** Outline the specific sub-activities to be implemented under Activities 1 and 2, including their objectives, target beneficiaries, and expected outcomes.
- **Timeline:** Establish a comprehensive timeline for the execution of each sub-activity, including start and end dates, milestone deadlines, and interim review points.
- **Resource Allocation:** Identify the human, financial, and logistical resources required to carry out each sub-activity effectively. This includes staffing requirements, budget allocations, and procurement needs.
- **Coordination Mechanisms:** Define the coordination mechanisms and communication channels to facilitate collaboration among project team members, stakeholders, and external partners.

- **Monitoring and Evaluation:** Establish monitoring and evaluation mechanisms to track progress, assess performance, and measure the impact of implemented activities. This may include data collection tools, performance indicators, and reporting requirements.
- **Risk Management:** Identify potential risks and challenges that may arise during activity implementation and develop mitigation strategies to address them proactively.

1.2. Assignment Methodology will outline the approach and methodology to be employed in executing each sub-activity under Activities 1 and 2. It will provide detailed guidance on how each sub-activity will be planned, implemented, monitored, and evaluated to achieve the desired outcomes effectively. **The proposed methodology must be approved by Human Security Project Team at the initial phase of the contract.**

Milestone 2: Provision of non-cash support to MSMEs involved in solid biofuel production (pellets and briquettes).

The non-cash support will be provided to a total of 10 beneficiaries under the non-cash support program, specifically MSMEs engaged in solid biofuel production (pellets and briquettes) through the implementation of procurement processes of the goods and services necessary for the implementation of the beneficiaries' projects, as approved by the Human Security Project Board. Specifically the following tasks (but not limited to) will be organized:

- 2.1. Review Project Objectives and Requirements:** (i) Familiarize the project team with the objectives and requirements outlined in Activity 1 and its sub-activities; (ii) Ensure understanding of the goals, targets, and deliverables set forth by the Human Security Project Board.
- 2.2. Establish Communication Channels:** (i) Set up communication channels with UNDP Moldova/Human Security's Project Team to facilitate coordination and information exchange, (ii) Designate responsible personnel for liaising with project stakeholders, beneficiaries, and external partners.
- 2.3. Develop Agreements for Non-Cash Support:** (i) Draft agreement template outlining the terms and conditions of non-cash support for selected beneficiaries; (ii) Coordinate the contract template with UNDP Moldova/Human Security's Project Team to ensure alignment with project requirements and standards.
- 2.4. Organize non-cash support mechanism Implementation Launch Meeting:** (i) Plan and schedule a half-day launch meeting with all ten selected beneficiaries to kickstart the implementation phase of the non-cash support program; (ii) Prepare meeting agenda, presentations, and materials to communicate project objectives, expectations, and timelines effectively. (iii) Deliver the launch meeting.
- 2.5. Engage with Beneficiaries for Project Implementation:** (i) Identify and engage with the ten selected beneficiaries to initiate project implementation activities; (ii) Conduct initial meetings with beneficiaries to assess project needs, priorities, and timelines; (iii) Customize energy efficiency and renewable energy solutions; (iv) Tailor energy efficiency and renewable energy solutions to meet the specific needs of each beneficiary; (v) Collaborate with beneficiaries to identify suitable technologies and interventions for integration into their production processes.
- 2.6. Procurement Planning and Execution:** (i) Develop procurement plans for the acquisition of goods, machinery, equipment, and technical assistance services; (ii) Implement the procurement process of the goods, machinery, equipment, and technical assistance services; (iii) Ensure compliance with public procurement standards, UNDP rules, and international best practices throughout the procurement process; (iv) Ensure the involvement of the beneficiaries' representatives in the selection procedure, by including them into the Evaluation Committee.
- 2.7. Monitor Implementation Progress:** (i) Establish monitoring mechanisms to track the progress of project implementation activities; (ii) Conduct regular reviews and assessments to identify any challenges or issues and take corrective actions as needed.
- 2.8. Coordinate Payments and Reporting:** (i) Coordinate payments for goods and services under the awarded support in accordance with project budgets and procurement procedures; (ii) Prepare and submit regular reports on project progress, expenditures, and outcomes to Human Security Project Team.

Milestone 3: Developed and Implemented Tailored Training, Mentoring, and Coaching Programs - involves designing and executing customized training, mentoring, and coaching programs to enhance the capacity and technical skills of non-cash support beneficiaries, specifically MSMEs engaged in solid biofuel production. The programs will focus on equipping beneficiaries with the knowledge and capabilities required to effectively utilize energy efficiency and renewable energy sources (RES) technologies, with the ultimate goal of optimizing production processes, reducing costs, and improving competitiveness in the local market.

3.1. Develop 4 Training Session Programmes: (i) Design comprehensive programmes for 4 training sessions tailored to the needs of the non-cash support beneficiaries and considering the works and goods delivered to them under the Activity 1; (ii) Incorporate topics related to energy efficiency, renewable energy sources, production optimization, cost reduction, and competitiveness enhancement.

3.2. Organize 4 Training Sessions: (i) Plan and schedule 4 training sessions for all ten non-cash support beneficiaries (up to 20 participants), considering their availability and preferences; (ii) Coordinate logistics, including venue selection, equipment setup, and provision of training materials; (iii) Deliver 4 training sessions. The logistics (venue, equipment and catering) and costs associated with organization of the 4 training sessions will be ensured by the selected company/organization.

3.3. Facilitate 10 Individual Meetings with Beneficiaries: (i) Schedule individual meetings or discussions with each of the ten selected non-cash support beneficiaries to assess their training, mentoring, and coaching requirements; (ii) Prepare agendas and discussion points tailored to address the specific needs and challenges faced by each beneficiary. The logistics of the meetings and associated expenditures will be ensured by the selected company/organization.

3.4. Identify Training, Mentoring, and Coaching Needs: (i) Conduct thorough assessments during individual meetings to identify the unique needs and preferences of each beneficiary; (ii) Document insights and observations to inform the development of customized training, mentoring, and coaching programs.

3.5. Develop 10 Tailored Support Programs: (i) Based on the findings from individual meetings, develop 10 tailored training, mentoring, and coaching programs for each beneficiary; (ii) Customize content, delivery methods, and timelines to address the identified needs and objectives effectively.

3.6. Deliver Training, Mentoring, and Coaching Support: (i) Implement 10 tailored support programs designed for each beneficiary, ensuring the delivery of high-quality training, mentoring, and coaching services; (ii) Provide ongoing guidance, assistance, and feedback to support beneficiaries in acquiring and applying new knowledge and skills. The logistics and associated expenditures for delivering 10 tailored support programs will be ensured by the selected company/organization. **Monitor Progress and Evaluate Impact:** (i) Monitor the progress of training, mentoring, and coaching activities to ensure alignment with project objectives and beneficiary needs; (ii) Collect feedback from beneficiaries and stakeholders to evaluate the impact of the support programs and identify areas for improvement.

3.7. Document and Report: (i) Document all activities, outcomes, and lessons learned throughout the implementation process; (ii) Prepare regular reports on the progress, achievements, and challenges encountered in delivering training, mentoring, and coaching support.

Milestone 4: Summing-up

4.1. Ensure compilation of data sheets of each beneficiary to be used for developing success stories.

4.2. Analysis of the results achieved by the project and each beneficiary.

4.3. Develop the Final Report and Lessons learned upon the end of the active implementation phase of assignment addressing the key findings, major conclusions, and recommendations.

Overall reporting requirements

- One Inception Report.
- Three Progress Report (simplified), including financial Report/Statement.

- Final narrative report on completion of the assignment.
- Other reports as described in the Reporting section.

The Contractor will take full responsibility for the provision of required services in close co-operation with UNDP project team. The Contractor shall Budget the expenses required under the assignment. **The Budget should be submitted according to Form G: Financial Proposal Form.**

IV. DELIVERABLES AND INDICATIVE TIMEFRAMES

Milestones and Tasks	Deliverables	Target date
Milestone 1: Development of the Implementation Plan and Methodology of the Assignment Tasks: <ul style="list-style-type: none"> • Activity Plan • Methodology of the assignment 	<ol style="list-style-type: none"> 1. Project Work plan with Time frame developed 2. Methodology for execution of the activities 1 and 2 of the non-cash support program <p>Present to UNDP the Inception Report containing the above-mentioned deliverables.</p> <p>One Inception Report (IR) (Deliverables 1-2)</p>	<p>IR End-May 2024</p>
Milestone 2: Provision of non-cash support to MSMEs involved in solid biofuel production (pellets and briquettes). Tasks: <ul style="list-style-type: none"> • Review Project Objectives and Requirements • Establish Communication Channels • Develop Agreements for Non-Cash Support • Organize non-cash support mechanism Implementation Launch Meeting • Engage with Beneficiaries for Project Implementation • Procurement Planning and Execution • Monitor Implementation Progress • Coordinate Payments and Reporting 	<ol style="list-style-type: none"> 3. Non-cash support Agreements with 10 beneficiaries signed 4. One non-cash support mechanism implementation launch meeting organized 5. 10 Procurement plans developed and executed for the implementation of 10 projects selected by the Human Security Project Board 6. Close monitoring of the implementation process <p>Present to UNDP First Progress Report (PR1) (Deliverables 3-4 completed)</p> <p>Present to UNDP Second Progress Report (PR2) upon completion of (Deliverables 5- 6 completed)</p>	<p>PR1 – End-June 2024</p> <p>PR2 – August 2024</p>
Milestone 3: Developed and Implemented Tailored Training, Mentoring, and Coaching Programs Tasks: <ul style="list-style-type: none"> • Develop Training Session Programme • Organize Training Sessions • Facilitate Individual Meetings with Beneficiaries • Identify Training, Mentoring, and Coaching Needs • Develop Tailored Support Programs • Deliver Training, Mentoring, and Coaching Support • Monitor Progress and Evaluate Impact 	<ol style="list-style-type: none"> 7. 4 comprehensive programmes for the training sessions tailored to the needs of the non-cash support beneficiaries and considering the works and goods delivered to them under the Activity 1 designed and coordinate with the UNDP/Human Security Project Team 8. 4 Training sessions organized in line with the coordinated training programmes 9. Ten (10) meetings with beneficiaries organized and one (1) assessment of their training, mentoring, and coaching requirements along with one (1) Tailored Support Programs developed. 	<p>PR2 – August 2024</p>

Milestones and Tasks	Deliverables	Target date
<ul style="list-style-type: none"> Document and Report 	<p>The Tailored Support Programme will be coordinated with the UNDP/Human Security Project Team.</p> <p>10. Ten (10) training, mentoring, and coaching events delivered to the beneficiaries</p> <p>11. Close monitoring of the progress implemented.</p> <p>Present to UNDP Second Progress Report (PR2) (Deliverables 7 - 8 completed)</p> <p>Present to UNDP Third progress report (PR3) (Deliverable 9-11 completed)</p>	<p>PR 3 Early September 2024</p>
<p>Milestone 4: Summing-up</p> <p>Tasks:</p> <ul style="list-style-type: none"> Ensure compilation of data sheets Analysis of the results achieved Develop the Final Report and Lessons Learned 	<p>12. 10 Fact sheets with brief data about the beneficiaries collected</p> <p>13. Out of the 10, at least 2 success stories selected jointly with Project's Communication Consultant, success story drafted, with high-resolution photos and/or videos produced and submitted to the Project</p> <p>Present to UNDP Third progress report (PR3) (Deliverable 12-13 completed)</p> <p>Present to UNDP the Final Report (FR) of the assignment.</p>	<p>PR 3 Early September 2024</p> <p>FR Mid-September 2024</p>

All the above will be implemented in close coordination with Human Security Project team and UNDP approval. The volume of work indicated in the table above is considered sufficient for implementing the proposed tasks.

SCHEDULE OF PAYMENTS

The payments to the Contractor shall be done upon approval and acceptance of the deliverables by Human Security Project Manager. Payments to cover Administrative (management and operational) costs shall be linked to instalment and shall be transferred as per the schedule agreed with Human Security Project upon the signing of the Agreement.

Tentative Payments Schedule (subject to negotiation with the Contractor)

Instalment	Instalment value as share of proposed amount for services	Tentative payment date	Payment due upon successful completion of Milestones
Inception report (IR)	10%	End-May 2024	Milestone 1 (Deliverable 1-2)
First progress report (PR1)	10%	End-June 2024	Milestone 2 (Deliverables 3- 4)
Second progress report (PR2)	40%	By End-August 2024	Milestone 2 (Deliverables 5 -6) Milestone 3 (Deliverables 7-8)
Third progress report (PR3)	30%	Early-September 2024	Milestone 3 (Deliverables 9- 11) Milestone 4 (Deliverables 12-13)
Final Report (FR)	10%	Mid-September 2024	Milestone 4

V. REPORTING REQUIREMENTS

The Contractor will submit all reports according to the Human Security Project requirements and guidelines. The format of reports shall be agreed at the first stage of the contract implementation. The Human Security Project reserves the right to make further improvements and clarifications in initially proposed templates.

Types of reports:

- 1) **Inception report** to be delivered after approval of deliverables under Milestone 1;
- 2) **Progress Reports** to be submitted 5 days before the end of the reporting period;
- 3) **Monthly operational updates** through email on current results, implementation and issues of the non-cash support scheme;
- 4) **Brief reports periodically submitted upon request of Human Project** in cases where it is required to get information on the progress of the project in between reporting periods;
- 5) **Financial statements**, to be presented with the progress reports according to the payments calendar, that act as the basis for future instalments to the Contractor;
- 6) **Final narrative report** including a summary of activities and results, lessons learned and conclusions, as well as the final financial report reflecting the whole period.

The Contractor shall comply with the system of monitoring, evaluation and quality control introduced by Human Security Project and provide the necessary information, reports, and statistical data according to the predetermined schedule or as soon as possible (within a reasonable time).

The progress and final reports shall follow the template agreed with the Human Security Project team that includes both narrative and financial parts.

Note: The contractor will be requested to open a separate bank account under this assignment. UNDP may request at any time to provide real-time data on the account balance. Bank balance statements shall be enclosed to the Financial Reports as well.

As a quality assurance measure, the Human Security Project reserves the right to initiate spot-checks of beneficiaries to conduct interviews and receive feedback on the quality of the Contractor's work. The Contractor shall facilitate the process by presenting to the Human Security Project all necessary agreements/contacts of the beneficiaries and shall refrain from influencing the impartiality of the assessment procedures.

VI. COMMUNICATION AND VISIBILITY

Any public reference to the Human Security Project or UNDP and any other supporting programmes, as well to any products created under the agreements signed with beneficiaries shall be subject to prior approval of the Project team. It is mandatory for visibility elements of the Human Security Project to be placed on goods procured in the frame of envisaged contract.

VII. INSTITUTIONAL ARRANGEMENTS

The Contractor will be awarded a contract with UNDP for the delivery of services applied for and will work under the overall supervision of Human Security Project (Project Manager, Team Leader and Grant Manager). Since the contract for services foresee reimbursement of costs, the Contractor must be financially stable and competent in reporting financially.

All Reports to UNDP shall be written in English and be provided in English, hard and electronic copy. All deliverables shall be agreed and endorsed by UNDP.

All the costs for the organization of the events (trainings, meals, transportation etc.) shall be borne by the Contractor and budgeted for accordingly in the proposal. Agendas and other materials pertinent to target audience shall be developed and submitted in Romanian.

Contractor will be responsible for arranging all necessary transportation and logistical arrangements, and establishing and maintaining of good working relationships with all involved parties.

Role of Human Security Project:

- Offer required information and support for the selected Contractor on principles and implementation modality during the entire cycle of the Project;
- Lead the communication and visibility process of the Project by involving the Project Communications Consultant; Co-organize the logistics of the visibility events;
- Support the selected Contractor to get in contact with all relevant stakeholders to have a positive impact on Project's outcomes;
- Support the selected Contractor in developing application package, implementation procedures and development of required templates;
- Make induction in procurement processes. Explain importance of basic principles as transparency and best value for money;
- Regularly organize monitoring visits to the selected beneficiaries, identify issues and propose solutions jointly with the Contractor;
- In partnership with the selected Contractor, meet the Project beneficiaries to assess the bottlenecks in implementation and additional capacity development needs;
- Train and coach selected Contractor and beneficiaries on gender equality, mainstreaming and gender-sensitive communication. Check and clear all Project's implementation stages towards main principles of gender balanced approach;

- Make a thorough assessment of achieved results, document best cases, lessons learned and recommendations for similar programmes.

Roles and duties of the Contractor managing the non-cash support scheme:

- Allocate the proper and needed skilled personnel to deliver the results as expected;
- Be responsible of management of the current assignment including remuneration of staff, trainers, consultants, administrative issues related to implementation of activities, all materials and tools required for activities completion, transportation, rental, communications services, allowances, etc.;
- Ensure proper reach out of beneficiaries and maintain permanent contact with them;
- Ensure the visibility of the Project by distributing the developed communications and visibility materials according to UNDP rules;
- Procure required equipment/goods/materials/services according to the approved project proposals and provide them to the beneficiaries. Ensure transfer of procured equipment/goods/materials/services to the beneficiaries after successful implementation of the selected business plans;
- Ensure the beneficiaries contribution was conformant to established criteria and is properly and timely allocated;
- Implement and regularly monitor activities performed by beneficiaries in regard to the implementation of their business plan;
- Organize field visits to the beneficiaries of assistance, monitor their progress and assess additional needs for capacity development;
- Provide required and ad-hoc comprehensive reports in a timely manner (focusing as well on the outcome). In the courses of the implementation, adapt the projects activities if requested by the Human Security Project team;
- Ensure proper financial management and reporting in line with National Standards and UNDP requirements;
- Implement the Project in accordance with gender mainstreaming and transparency principles.

VIII. DURATION OF SERVICES

- a) The estimated duration of services is up to 5 months. The expected time of commencement of contract is May 2024;
- b) UNDP will require maximum of 14 (fourteen) days (depending on the implementation stage) to review the deliverables, provide comments, approve, or certify acceptance of deliverables.

IX. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER AT VARIOUS LEVELS

The technical proposal must include the methodological approach, as well as a clearly defined strategy of comprehensive support for MSMEs producing solid biofuels to be provided - corresponding to the objective and scope of work described above.

Qualifications for the company/organization, or consortium of companies/organizations

- Officially registered legal entity.
- For consortium of companies/organizations, the cooperation agreement shall be enclosed;
- At least 2 (two) contracts, with a minimum value each of 350,000 US\$, in local development/business support (funds/grant administration) envisaging both provision of trainings/coaching/mentoring and procurement of goods/services/works for the final beneficiaries (LPAs, start-ups, MSMEs, social entrepreneurship, other relevant areas) during the last 10 years. List of contracts managed, and their value shall be included in the Proposal;
- Minimum five (5) years of experience in providing consultative and business support services to businesses from Moldova;
- Experience in the promotion of business-related education for MSMEs, contributing to the development of the entrepreneurial ecosystem (i.e. hackathons, incubation or acceleration programmes in entrepreneurship

(up to 3 years) or provide financial and expert support to beneficiaries, to assist entrepreneurs into reaching a new growth level of their products/companies);

- At least three (3) years of experience in funds administration, trainings, providing business support and coaching;
- Work for UNDP/UN Agencies/projects/EU funded projects;
- Possesses technical and human resources for the successful implementation of the assignment and/or has capacities to subcontract external consultants/experts or NGOs/companies.

The application should specify the exact key experts which will be involved in the activities, with clear description of their experience in energy, business development practices and funds management, with clear description of their experience in Moldova, including in the Project's target areas, where possible.

The Contractor's Project Implementation Team must consist of:

Key Personnel:

1. **Team Leader (from lead organization)** – 1 person (Responsibilities: Planning of project activities, Implementation of project activities, Drafting, Endorsing of Reports and their submission to UNDP; endorsing of procurements for beneficiaries)

Minimum requirements for the Team Leader:

- University degree in Business Administration or other related field of study;
- At least 5 years of professional experience in managing and implementing business development projects/ private sector development/consultancy;
- Experience of working with UNDP/UN Agencies/donor's funded projects;
- Proficiency in Romanian and English.

2. **Project Officer** – 1 person (Responsibilities: implementation of project activities, data collection, event management, monitoring of beneficiaries' business plans implementation).

Minimum requirements for the Project Officer:

- University degree in Business Administration, Economy or other related fields of study;
- At least 3 years of professional experience in managing and implementing of project activities in energy, business development, or other related fields ;
- Proficiency in Romanian.

3. **Trainer** – 1 person (Responsibilities: capacity building related activities implementation)

Minimum requirements for the Trainer:

- University degree in energy, energy efficiency, renewable energy sources or other related areas;
- Minimum 5 years of relevant professional experience in organizing and leading training / workshops in energy efficiency measures and RES and/or business development with a broad range of stakeholders, including representatives of the private sector.
- Proficiency in Romanian.

4. **Financial Officer/Accountant** – 1 person (Responsibilities: reception and bookkeeping of financial and budgetary documents, payments to sub-contractors and vendors on acquisition of necessary equipment/services for the beneficiaries).

Minimum requirements for the Financial Officer/Accountant:

- University degree in finance, economical or a related field of study;
- Experience in managing and implementing financial tasks (payments to subcontractors and vendors) in at least 2 donor funded projects;
- Proficiency in Romanian.

5. **Procurement Officer** – 1 person (Responsibilities: analyse the market, collect commercial offers for goods/services, select the best option based on value-for-money principle and oversee the execution of procurements for the non-cash support scheme as per Procurement Plan).

Minimum requirements for the Procurement Officer:

- University degree in Business Administration, in law, economy or other related fields of study;
- At least 3 years of practical experience in purchase/acquisitions of goods and services ;
- Proficiency in Romanian.

6. **Engineer** – 1 person (Responsibilities: Development of technical specifications for equipment, technical evaluation of submitted offers)

Minimum requirements for the Engineer:

- University degree in energy, electronic, construction engineering field or other related areas;
- Minimum 5 years of relevant professional experience in implementation of energy efficiency measures and/or promotion of renewable energy sources projects;
- Proficiency in Romanian.

Non-key personnel (recommended):

Administrative/Logistics Assistant – 1 person (Responsibilities: logistics, administrative tasks etc.)

Changes in experts' team on behalf of the Contractor may occur only prior to UNDP's approval rendered in writing. Shall that be the case, UNDP's Project will ensure that the alternate key personnel proposed are of equivalent qualifications and experience as the ones from the original proposal.

6.1 The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

6.2 Special Conditions of Contract

Not applicable.

SECTION 7: PROPOSAL FORMS

- **Form A: Proposal Confirmation**
- **Form B: Checklist**
- **Form C: Technical Proposal Submission**
- **Form D: Proposer Information**
- **Form E: Joint Venture/Consortium/Association Information**
- **Form F: Eligibility and Qualification**
- **Form G: Format for Technical Proposal**
- **Form H: Format for CV of Proposed Key Personnel**
- **Form I: Statement of Exclusivity and Availability**
- **Form J: Financial Proposal Submission** *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form L: Proposal Security**

FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person

Email: Insert contact person's email - do not enter secure proposal email address

From: Insert name of proposer

Subject RFP reference **RfP24/02833**

Check the appropriate box	Description
<input type="checkbox"/>	YES , we intend to submit a proposal.
<input type="checkbox"/>	NO , we are unable to submit a competitive proposal for the requested services at the moment

If you selected NO above, please state the reason(s) below:

Check applicable	Description
<input type="checkbox"/>	The requested services are not within our range of supply
<input type="checkbox"/>	We are unable to submit a competitive proposal for the requested services at the moment
<input type="checkbox"/>	The requested services are not available at the moment
<input type="checkbox"/>	We cannot meet the requested terms of reference
<input type="checkbox"/>	The information provided for proposal purposes is insufficient
<input type="checkbox"/>	Your RFP is too complicated
<input type="checkbox"/>	Insufficient time is allowed to prepare a proposal
<input type="checkbox"/>	We cannot meet the delivery requirements
<input type="checkbox"/>	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below.
<input type="checkbox"/>	Sustainability criteria/requirements are too stringent (if applicable)
<input type="checkbox"/>	We do not export
<input type="checkbox"/>	We do not sell to the UN
<input type="checkbox"/>	Your requirement is too small
<input type="checkbox"/>	Our capacity is currently full
<input type="checkbox"/>	We are closed during the holiday season
<input type="checkbox"/>	We had to give priority to other clients' requests
<input type="checkbox"/>	The person handling proposals is away from the office
<input type="checkbox"/>	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
<input type="checkbox"/>	We would like to receive future RFPs for this type of services
<input type="checkbox"/>	We don't want to receive RFPs for this type of services

Questions to the Supplier concerning the reasons for no proposal should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text..

FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
▪ Form C: Technical Proposal Submission	<input type="checkbox"/>
▪ Form D: Proposer information	<input type="checkbox"/>
▪ Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
▪ Form F: Eligibility and Qualification	<input type="checkbox"/>
▪ Form G: Technical Proposal	<input type="checkbox"/>
▪ Form H: CVs of proposed key personnel	<input type="checkbox"/>
▪ Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
▪ Form L: Proposal Security	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

▪ Form J: Financial Proposal Submission	<input type="checkbox"/>
▪ Form K: Financial Proposal	<input type="checkbox"/>

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02833		

We, the undersigned, offer to supply the services required for provision of business advisory and support services to up to 20 small and medium enterprises from Moldova in accordance with your Request for Proposals No. **RfP24/02833**. We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

Proposer Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organization's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants, and agrees that he/she has been authorized by the Organization to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

FORM D: PROPOSER INFORMATION

RFP Reference	RfP24/02833
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):	Tick all that apply and provide supporting documentation: <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:

<p>been identified in the UN Sustainable Procurement Framework?</p> <ul style="list-style-type: none"> • Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. • Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing. • Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability. 	<p>Tick all that are attached:</p> <p><input type="checkbox"/> Formal statement</p> <p><input type="checkbox"/> Sustainability report</p> <p><input type="checkbox"/> UN Global Compact Communication on Progress</p> <p><input type="checkbox"/> Other, specify Click or tap here to enter text.</p>
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?</p> <p><i>(If yes, please provide details and documentation)</i></p>	<p>Click or tap here to enter text.</p>
<p>Is your company a member of the UN Global Compact?</p>	<p>Choose an item.</p> <p>If yes, please provide link to Global Compact profile:</p> <p>Click or tap here to enter text.</p>
<p>Bank Information</p>	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
<p>Contact person that may contact for requests for clarifications during Proposal evaluation</p>	<p>Name and Title: Click or tap here to enter text.</p> <p>Telephone numbers: Click or tap here to enter text.</p> <p>Email: Click or tap here to enter text.</p>

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02833		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (<i>address, telephone numbers, fax numbers, e-mail address</i>)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
--	----------------------------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02833		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 10 years**.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. **Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.**

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value <i>(please insert currency)</i>	Period of activity and status <i>(month, year)</i>	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Proposers may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 2 (two) Clients or more.

Financial Standing

Annual Turnover for the last 2 years	Year 2022	Currency: USD	Amount
	Year 2021	Currency: USD	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 2 years	
	2021	2022
	<i>Information from Balance Sheet</i>	
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Current Liabilities (CL)		
	<i>Information from Income Statement</i>	
Total / Gross Revenue (TR)		
Profits Before Taxes (PBT)		
Net Profit		
Current Ratio (current assets/current liabilities)		

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02833		

The proposer's proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section 1: Proposer's qualification, capacity and expertise

1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

Section 2: Proposed Methodology, Approach, and Implementation Plan

This section should demonstrate the proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

2.2 A detailed description of the Bidder's internal technical and quality assurance mechanisms and risks identified, if any.

2.3 A detailed description of the System's technical functional and non-functional requirements.

2.4 Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5 Any other comments or information regarding the project approach and methodology that will be adopted.

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.



3.2 For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02833		

Position (as per ToR)			
Personnel Information	Name:		
	Nationality:	Date of birth:	
	Language Proficiency:		
Present Employment	Name of employer:	Contact: (manager or HR)	
	Address of employer:		
	Telephone:	Email:	
	Job title:	Years with present employer:	
Education / Qualifications	<i>Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.</i>		
Professional Certifications	<i>Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.</i>		
References:	<i>Provide names, addresses, phone and email contact information for two (2) references.</i>		

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel

Date (Day/Month/Year)

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02833		

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer [Click or tap here to enter text.](#) in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP's solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other [Click or tap here to enter text.](#) solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: _____

Title: _____

Date: _____

Signature: _____

[Official stamp of the Bidder]



FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02833		

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*. Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

Name: _____

Title: _____

Date: _____

Signature: _____

[Official stamp of the Bidder]

FORM K: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	RfP24/02833		

The Bidder is required to prepare the Financial Proposal following the below format, that can be adjusted according to your Technical Proposal, and submit it separately from the Technical Proposal as indicated in the Instruction to Bidders. **Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.**

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

All payments from EU and UNDP funds are made strictly for their intended purpose in accordance with the Agreement with UNDP and the budget items of this Project. The Contractor will open a separate bank account to be used solely for transactions under this service contract.

Currency of the proposal: US Dollars

Table 1: Cost Breakdown per Deliverables*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Price (USD) (Lump Sum, All Inclusive)
1	Inception report	10%	
2	First progress report	10%	
3	Second progress report	40%	
4	Third progress report	30%	
5	Final Report	10%	
Total		100%	USD

**Basis for payment of instalments*

Table 2: Cost Breakdown by Cost Component

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the format proposed below, however, it shall be adapted to your proposal. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services and amend the Contract.

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in USD\$	Total Price in USD\$ per budget line
I. Personnel Services				
1. Key personnel**				
a) Team Leader	Working days			
b) Project Officer	Working days			
c) Trainer	Working days			
d) Financial Officer/Accountant	Working days			
e) Procurement Officer	Working days			

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in USD\$	Total Price in USD\$ per budget line
Subtotal I.1				
Non-key personnel**				
<i>Other staff needed for specific activities proposed in methodology, if any (e.g. Administrative/Logistics Assistant)</i>	Working days			
Subtotal I.2				
Sub-total – Personnel Services (1)				
II. Direct costs				
1. Supporting material and costs for non-cash support mechanism implementation launch meeting				
a) Printed materials				
b) SMM (content and ads, including testimonials)				
c) Travel Costs				
d) Equipment lease				
e) Rent of the venue				
f) Catering services				
g) Handouts				
<i>Other, if relevant</i>				
Subtotal II.1				
2. Milestone 3: Developed and Implemented Tailored Training, Mentoring, and Coaching Programs				
2.1. 4 Training sessions organized in line with the coordinated training programmes				
a) Preparation costs				
b) Transportation costs				
c) Communication costs				
<i>Other, if relevant</i>				
2.2. Ten (10) training, mentoring, and coaching events delivered to the beneficiaries				
a) Preparation costs				
b) Transportation costs				
c) Communication costs				
<i>Other, if relevant</i>				
Subtotal II.2				
Sub-total – Direct costs (2)				
III. Administrative Costs				
Office management costs				
a. ICT costs (mobile packages, internet, ZOOM)				
b. Office supplies/ stationaries				
c. Video and photo services				
d. Overall translation services (simultaneous and written)				
<i>Other, if relevant</i>				
Subtotal III.1				
Sub-total – Administrative costs (3)				

Expenses*	Unit of measure (working day, unit, piece, km etc.)	Quantity	Unit Price in USD\$	Total Price in USD\$ per budget line
IV. Value of non-cash support to beneficiaries				
Value of non-cash support to beneficiaries	agreements	8	42,000	336,000
	agreements	2	75,000	150,000
Subtotal IV.1				486,000
TOTAL BUDGET (1+2+3+4)				

* Please adjust the table as per your technical proposal. You may add/delete any budget sub-categories which are relevant to your technical proposal.

** Please include the respective amounts in the Total Budget of the Proposal. **Applicable taxes and social benefits should be included in the unite price proposed.**

FORM L: PROPOSAL SECURITY

Proposal Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

Beneficiary: Insert contact information for procuring organisation as provided in Section 3: Data Sheet.

RFP Reference: **RfP24/02833: Human Security/ Implementation of Capacity Building Programme for the private sector involved in producing solid biofuels through non-cash support mechanism**

WHEREAS (hereinafter called “the Proposer”) has submitted a Proposal to UNDP dated [Click or tap to enter a date.](#) to execute services [Click or tap here to enter text.](#) (hereinafter called “the Proposal”):

AND WHEREAS it has been stipulated by you that the Proposer shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Proposer:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Proposal after the date of the opening of the Proposals;
- c) Fails to comply with UNDP’s variation of requirement, as per RFP instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Proposer such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Proposer, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Proposal is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of proposals.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____
 Name: _____
 Title: _____
 Date: _____
 Name of Bank _____
 Address _____

[Stamp with official stamp of the Bank]